

## NOTICE TO INTERESTED PARTIES

### REQUEST FOR PROPOSALS FOR RECOMMENDING STRATEGIES TO ADDRESS OCEAN RECREATION USER CONFLICTS

The Department of Land and Natural Resources is issuing a Request for Proposals for the coordination of various constituency groups in recommending strategies to address ocean recreation user conflicts and to produce a report identifying ocean recreation user conflicts and issues and presenting recommendations and strategies to address these conflicts.

Interested entities must complete and submit a response to this RFP to the Office of the Chairperson, Attn: Jennifer Bethel, Department of Land and Natural Resources, P.O. Box 621 Honolulu, Hawaii 96809 **by no later than 4:00 p.m. Wednesday March 8, 2006.**

Copies of the RFP may be downloaded from the Department of Land and Natural Resources website at [www.hawaii.gov/dlnr](http://www.hawaii.gov/dlnr)

DLNR reserves the right to cancel the RFP and reject any and all submittals when it is in the best interest of DLNR. Any inquiries may be directed to Jennifer Bethel, at (808) 587-0330 or [jennifer.k.bethel@hawaii.gov](mailto:jennifer.k.bethel@hawaii.gov)

Any persons requiring special accommodation (e.g., large print materials, sign language interpreters) are asked to call (808) 587-0330.

BOARD OF LAND AND NATURAL RESOURCES

/s/ Peter T. Young

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Peter T. Young, Chairperson

# **Request for Proposals**

**Deadline for Submission of Proposals:  
Wednesday March 8, 2006 4:00 pm**

**Submit to Office of the Chairperson, Attn: Jennifer Bethel  
Department of Land and Natural Resources  
P.O. Box 621 Honolulu, Hawaii 96809**

## **I. BACKGROUND**

The waters of Hawaii provide some of the most exciting and beautiful ocean recreation opportunities in the world. Hawaii, as an ocean state, has an ancient heritage of using the sea for transportation, sustenance and recreation.

The Department of Land and Natural Resources (DLNR) recognizes the growing interest in ocean recreation uses, whether traditional and cultural, recreational and/or commercial. Growing interest in ocean activities has resulted in ocean recreational user conflicts. Thus DLNR intends to take a proactive approach in the management of ocean recreation activities and to work towards minimizing and/or avoiding user conflicts, the underlying premise being the protection and preservation of the state's natural and cultural resources.

The task of managing these areas is monumental and this proposal process seeks a better way to deal with the management of the recreational use in and on waters of the State while ensuring participation from all sectors of the community (public, government, businesses etc.) in recommending strategies to address these complex and varied issues.

## **II. PROJECT DURATION**

The project will start in March 2006 for the duration of one year with the possibility of an extension for an additional three months.

## **III. GOALS & OBJECTIVES**

In order to complete this task, the department needs to hire a consultant to recommend strategies to address ocean recreation user conflicts that could ultimately be implemented by the Department.

## **IV. SCOPE OF SERVICES**

The contractor is expected to provide the following services:

1. Submit a work plan, which shall include, but not be limited to, a detailed scope of work, a schedule of activities and budget for the project.

2. Document ocean recreation uses and related user conflict issues across the state and recommend strategies to address uses and conflicts that could ultimately be implemented by the Department.
3. Explore how “Limits of Acceptable Change” and/or other management frameworks can be incorporated into DLNR’s management of ocean recreation across the state.
4. Develop recommendations to address user capacity and conflict issues relating to people, time, location and use.
5. Conduct meetings with existing advisory groups, such as Recreation Advisory Committees, Ocean Recreation Management Area (ORMA) committees and activity specific groups to discuss and develop recommendations related to resource protection and management tools.
6. Establish advisory groups, specific to ocean related activities and specific ocean areas, where there has been evidence of user conflicts in the past or where there are indications that conflicts may develop in the future.
  - a. Obtain and document input from these advisory groups on proposals for the better management of their specific ocean activity and/or area and work with other advisory groups to help minimize and avoid conflicts among ocean users.
  - b. Obtain and document input from these advisory groups on potential recreational users, which may currently not be adequately represented, as well as identify potential areas of interest where management of ocean related activities should be managed or monitored.
7. Conduct research and analysis and develop findings and recommendations on issues related to user conflicts including but not limited to: Native Hawaiian traditional and cultural rights; public access; capacity concerns; commercial activities; and conflicts between and within user groups.
8. Meet and discuss with DLNR divisions and assist DLNR staff in coordinating the departments efforts related to ocean recreation and coastal policy.
9. Work closely with Department staff in development and implementation of user conflict mitigation efforts.
10. Conduct public meetings to address ocean-related recreational activities.
11. Identify and pursue possible sources of funding for long-term program sustainability.
12. Submit progress reports throughout the duration of the Contract. Said progress reports to include, but not be limited to, progress of activities, problems encountered, steps taken to overcome said problems, possible sources of funding for long term program sustainability, and expenditures.

13. Submit a final written report. Said report shall include, but not be limited to:
  - a. An identification and discussion of ocean recreation conflicts and issues and recommendations and strategies to address ocean recreation conflicts
  - b. A summary of all the activities initiated, any and all findings and recommendations made as a result of said activities.
  - c. A final budgetary breakdown.

## **V. SUMMARY OF DESIRED QUALIFICATIONS**

Qualifications should include but are not limited to:

1. Previous experience dealing with resource management in Hawaii
2. Knowledge of Hawaii's ocean environment and ocean user conflict issues.
3. Experience working with multi-agency partnerships. Ability to coordinate effectively with multiple agencies.
4. Experience in community outreach including conducting public meetings and briefings.
5. Demonstrated knowledge of "Limits of Acceptable Change" and/or other management frameworks, and the ability to integrate these frameworks into ocean recreation management in Hawaii.

## **VI. PROJECT BUDGET**

The project is budgeted for up to \$50,000. In addition, there is a 1:1 match by the Department of Land and Natural Resources which may include personnel time, equipment and office use.

## **VII. PROPOSAL GUIDELINES**

All submissions shall contain, but are not limited to the following:

Qualifications:

1. Statement of consultant's qualifications to accomplish project objectives and tasks as described in the RFP; a statement of these qualifications should be supported by a resume identifying how the consultant's qualifications meet these requirements;
2. Explanation of how consultant will organize, develop, manage, implement and monitor this project including relationships with federal, state and local governments, profit and nonprofit entities, and the general public to meet the goals of this project;
3. A general statement identifying the consultant's specialized experience and technical competence for the services and tasks identified under item "Scope of Services."

4. Include a list of key personnel who will be dedicated to this project and information on their background.
5. The submission shall provide the following information: name, address, phone number and email address of the person responding to this RFP.

Detailed Budget & Payment:

1. Detailed project budget requirements and cost estimation to meet the proposed work needs of the program and time frame needed to accomplish these services. Including proposed utilization of 1:1 match.

## **VIII. SUBMITTAL OF PROPOSAL**

Proposers must submit three (3) copies of the proposal by 4:00 pm on Wednesday March 8, 2006.

A. Project Proposal

Each proposal will be opened and reviewed by an evaluation committee. The proposal shall first be reviewed for timeliness of submission, completeness, and compliance with the general procurement requirements specified in this document.

The evaluation committee shall then conduct a comprehensive, fair and impartial appraisal of each proposal submitted and assign a score as more fully described in the "Scoring Criteria," Section H. This procedure shall be attended by the evaluation committee, or any other members deemed necessary by the State, and shall not be subject to public attendance or public scrutiny. The evaluation committee, in addition to reviewing documents submitted, may also conduct reference checks, telephone interviews, and/or site inspections to assess or verify consultants background.

The evaluation committee shall give its recommendation to the Department of Land and Natural Resources Chairperson, who will make the final determination.

The State reserves the right to determine what is in the State's best interest in this evaluation process and its decision shall be final. The State reserves the right to select portions of a proposal, or to reject any and all proposals.

B. Cost of Proposal Preparation

Costs for developing the proposals are solely the responsibility of the proposer, whether or not any award results from this solicitation. The State of Hawaii will provide no reimbursement for any costs

C. Disposition of Proposal

All proposals become the property of the State of Hawaii. The successful proposal will be incorporated into the resulting contract.

D. Notification

Each consultant will be notified in writing of the evaluation committee's selection decision.

E. Proposal Evaluation

Award will not be made on the basis of price alone. The entire proposal shall be evaluated by taking into consideration how well the proposer meets the criteria set forth below under "Evaluation Criteria," Section F., and "Scoring Criteria," Section H. Additionally, the final decision will be based on the overall benefit to the State.

F. Evaluation Criteria

Before the merits of each proposal are evaluated, the Evaluation Committee shall evaluate each proposal to determine whether it complies with, and is responsive to, the project description and instructions. At this stage, proposals will also be reviewed for timeliness of submission, completeness, and compliance with the requirements and qualifications specified in this document.

Those proposals that do not comply with the requirements of the project description will be rejected from further consideration. A Notice of Disqualification shall be sent to those proposers whose proposals are disqualified under this section.

G. Determination of Responsibility

In order to qualify as responsible proposer, individuals must meet the following standards:

- Adequate financial resources for performance, or the ability to obtain such resources, as required, during performance;
- Necessary experience, organization, technical qualifications, skills, and facilities or the ability to obtain them;
- Ability to comply with the proposed or required time of delivery or performance schedule;
- Satisfactory record of integrity, judgment and performance;
- Otherwise qualified and eligible to receive award under applicable laws and regulations.

Proposers shall submit acceptable evidence of experience, organization, technical qualifications, skills, and facilities to perform the service called for in this document under scope of work.

H. Scoring Criteria

Those proposals that survive the Compliance Review shall be evaluated based upon eight (8) criteria deemed critical to the successful completion of all project requirements. The evaluation process will award points on a scale of 0 to 5 (0 = poor, 3 = fair, and 5 = excellent) for each criteria. Each member of the evaluation committee will score each proposal. Points awarded for each criteria will be multiplied by the weighted value given. The final scores of each proposal will be an average determined by assessing the total scores of all committee members. Proposals submitted will be evaluated using the following weighted criteria:

- Demonstrated professional qualifications, experience, professional skills, and expertise to plan, coordinate, manage, implement and perform the tasks listed under “Scope of Services”. (Weighted Value of 4)
- Demonstrated knowledge of Hawaii’s ocean environment and ocean user conflict issues and previous experience dealing with ocean resource management in Hawaii. (Weighted Value 4)
- Demonstrated knowledge of “Limits of Acceptable Change” and/or other management frameworks, and the ability to integrate these frameworks into ocean recreation management in Hawaii. (Weighted Value 4)
- Demonstrated experience working with multiple agencies. (Weighted Value 4)
- Demonstrated experience in community outreach including conducting public meetings and briefings. (Weighted Value 4)
- Competitive budget. Costs should not exceed maximum amount listed above in section VI, “Project Budget” unless additional funding sources are available through the Proposer. (Weighted Value of 4) In converting cost to points, the lowest proposal will automatically receive the maximum number of points allocated to cost. The point allocations for costs on the other proposals will be determined through the method set out as follows:  $[\text{Lowest proposed total budget} \times 5 \text{ points (maximum)}] \div \text{Offeror's proposed total budget} = \text{Points}$
- Demonstrated understanding of the goals and objectives of the Department of Land and Natural Resources. (Weighted Value of 2)
- Demonstrated professional experience to conduct business and a working relationship with the Department of Land and Natural Resources. (Weighted Value 2)

I. Method of Award

The Department of Land and Natural Resources reserves the right to make the award to the consultant who submits a proposal, which meet the requirements set forth under the scope of work, and other project requirements as provided. We reserve the right to reject or request modifications of any or all proposals. We reserve the right to cancel the request, if it is in the best interest of the State.

**IX. RFP AWARD CONDITIONS**

- A. Award of RFP is contingent upon receipt of federal funds a by the Department of Land and Natural Resources. Payments will be made as goals, objectives and tasks are accomplished as identified herein.
- B. We reserve the right to cancel this request if it is in the best interest of the State.

**X. CONTRACT EXECUTION**

The successful proposer shall be required to enter into a contract with the Department of Land and Natural Resources. Upon execution of the contract, the State will issue a Notice to Proceed specifying the contract commencement date. No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed. The State is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to official date.

## **XI. SUBMISSION REQUIREMENTS**

The deadline for receipt of a typed proposal, as specified in this document, is Wednesday March 8, 2006 at 4:00 p.m.

The respondent proposer agrees that the proposal shall constitute a firm offer to the Department of Land and Natural Resources and cannot be withdrawn for any reason after the due date for submission of the proposals. The respondent proposer shall agree that prices listed are firm and shall remain so throughout the performance of the work.

The proposal shall be signed by the consultant interested in proposing to offer these services. It shall include the name, title, address and telephone number.

Any questions regarding this RFP should be directed to Jennifer Bethel (808) 587-0330